

**Application for Location Filming
at properties managed by the Civil Aid Service (CAS)**

To : Chief Staff Officer, CAS
(Attn: Departmental Secretary, CAS HQ)
Fax No : 2576 3021
Pages _____ (including this sheet)

A. Details of applicant

1. Name of Company :
2. Business Address :
3. Name of Contact Person :
4. Post of Contact Person :
5. Telephone Number :
6. Fax Number :

B. Nature of filming operation

1. Please tick appropriate box
 For commercial purposes
 For news purposes
 For public affairs purposes
2. Main theme of the film :
3. A synopsis of the film, description of the scenes where location filming is proposed to take place in the CAS property concerned have to be submitted together with this application form.

C. Details of filming operation

1. Duration :
Date(s) _____ . Time
_____ from _____ hrs to _____ hrs
_____ from _____ hrs to _____ hrs
2. Details of location (please attach a detailed location plan with specified address showing the exact location where filming operation will take place, e.g. ground floor lift lobby etc.) :

3. Number of filming crew members (including production staff and actors):

4. Use of Government power supply or any other utilities (please provide full details, e.g. type and number of equipment requiring power supply):

5. Details of the use of any explosives or inflammable materials:

6. Details of any setting or alteration to property required:

D. Fees

1. If this application is approved, a fee promulgated from time to time will be charged to recover administration and supervisory overheads. As at 1 April 2010, the fee is \$4,610 for the first four hours and \$1,060 for each subsequent four-hour block.
2. The fee and a refundable deposit equal to the amount of the fee are to be paid no less than 4 working days before filming, unless otherwise permitted by the CAS.
3. If extra Government personnel, equipment or service is required to facilitate the filming, the actual cost plus overheads will be charged.

E. Note

This application only covers the use of CAS properties for location filming. Other required licences, permits or permissions for production of the film should be applied from the relevant authorities.

Signature of applicant : _____

Name and position : _____

Date : _____

Official Chop _____